



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS  
FLEET & FAMILY READINESS PROGRAM

## VACANCY ANNOUNCEMENT

ANNOUNCEMENT # JB04810

POSITION :FOOD SERVICE WORKER NA-7408-01

LOCATION: THE CLUB

SALARY: \$10.66

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**LOCATION: JB ANACOSTIA-BOLLING**

**OPEN: 11 AUG 2010**

**CLOSE: OPEN CONTINUOUS**

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**AREA OF CONSIDERATION: ALL SOURCES**

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☐ Regular Full-Time (35-40 Hours Per Week)      ☐ Regular Part-Time (20-34 Hours Per Week)  
☒ Flexible Schedule (0-40 Hours Per Week)

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Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>)  
To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.  
A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:  
(202)767-5206

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### DUTIES AND RESPONSIBILITIES:

**Summary of Duties:** Performs various simple manual tasks which are easily learned such as:

In the serving area: Sets up glasses, silverware, butter, condiments, salads, desserts, bread, and cold beverages on serving counter as instructed. Removes soiled dishes from tables and transports them to the dishwasher.

In the food preparation area: Cuts, scrapes, chops, dices, and peels fruits and vegetables. May operate electric can opener, electric potato peeler, etc.

In dishwashing area: Separates food waste and trash. Pre-rinses dishes with water to remove food particles before washing. Loads dishes in dishwasher; stacks and stores dishes.

Performs other related duties as assigned.

### QUALIFICATIONS:

**Skills and Knowledge:** Understanding of basic food handling techniques. Ability to follow oral instructions and perform routine manual tasks involving few steps. Must have and understanding of personal hygiene standards and simple food handling techniques such as wearing a hairnet, washing hands before cleaning food, and not touching rims of cups. Ability to read and understand written instructions and material such as schedules, menus, recipes, Must have the ability to work safely by moving carts without hitting things, stacking dishes without mishaps, and wiping up spilled foods and liquids to prevent falls. Knowledge of basic arithmetic may be necessary.

**Responsibility:** Performs routine and repetitive work after receiving initial instructions on how it is to be done. The work is easily observed and checked.

**Physical Effort:** Work requires light to moderate physical effort in frequently lifting or moving objects weighing up to 20 pounds. Constant standing and walking and occasionally lifting up to 45 pounds.

**Working Conditions:** The work area is usually noisy and there is danger of slipping on floors where food or beverages have been dropped or which are wet from daily mopping that is usually performed while the workers are in the area. Workers are exposed to extreme temperatures of the hot kitchen and the walk-in refrigerator and minor cuts and bruises. Steam and heat often cause uncomfortably high temperatures.

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.